



PINE CREEK SCHOOL DIVISION Division Office Posting

- Position:** Executive / Human Resources Assistant
Non-Unionized Term Assignment, beginning as soon as possible
- Details:** 7.5 hours per day (8 am to 4 pm daily), Monday to Friday (year-round)
- Location:** Pine Creek School Division Office in Gladstone, Manitoba
- Posting:** Closes once position has been filled

Under the direction of Pine Creek School Division Senior Administration, the Executive/HR Assistant provides support, administrative assistance, reception services and other functions to Senior Administration and the Division's Management team. This position includes responsibilities under the Human Resources function and this position is responsible for ensuring completion of all aspects of the employment process in a timely and efficient manner, as directed by Management and Senior Administration.

The ideal candidate will:

- Possess effective communication skills and a high level of diplomacy, tact, discretion and professionalism when dealing with students, staff and constituents of the Division
- Manage time effectively to ensure maximum efficiencies throughout the workday
- Be a dedicated, highly motivated and enthusiastic individual
- Thrive in an environment that welcomes change
- Establish priorities effectively and perform duties efficiently
- Organize and prioritize his/her workload and enjoy facing various challenges in the workday
- Demonstrate an ability to multitask, while maintaining detail and accuracy of data

The following skills and experience are required:

- Certificate or diploma in an Administrative Assistance program
- Demonstrated proficiency in a variety of software, including but not limited to programs such as MS Word, Excel, Publisher and Outlook
- Experience in a dynamic office environment, working with strict deadlines
- Proven capability to process confidential information in a professional manner

Interested candidates are invited to submit a cover letter and resume, along with three (3) references by the closing date listed above, to:

Mrs. Robyn Winters
Secretary-Treasurer
Email: rwinters1@pinecreeksd.mb.ca

Note: We thank all applicants for their interest, however only those selected for an interview will be contacted.

All persons hired by the Pine Creek School Division are subject to the completion of satisfactory Child Abuse Registry and Criminal Record Checks conducted at the cost of the prospective employee.